

Exam Review

BBT 9

LHHS

Exercise 1

1. Go to Sd18 on Nbssfile1 (S), 2640-Leo Hayes High, 2640_Stu, +Shared Data Files, BBT 9.
2. Open the folder Exam Review, then the document *Decay*.
3. Save the document as *Exercise 1* in your own folder on the server.
4. Arrange the paragraphs in the correct numerical order, using Cut and Paste.
5. Type your name and today's date where indicated at the bottom of the document.
6. Spell check and proof read the document. Remember, the spell checker does not pick up all of the errors.
7. Save, print preview, and print.
8. Submit your document for verification.

Exercise 2

9. Go to Sd18 on Nbssfile1 (S), 2640-Leo Hayes High, 2640_Stu, +Shared Data Files, BBT 9.
10. Open the folder Exam Review, then the document *Attitude*.
11. Save the document as Exercise 3 in your own folder.
12. Spell check and proof read.
13. Change the font for the entire document to Arial, 11pt.
14. Change the font of the title to Verdana, size 18, bold, and centered.
15. Leave two blank lines after the title.
16. Divide the story into logical paragraphs with a blank line between each paragraph.
HINT: New paragraphs begin with an *.
17. Delete the * at the beginning of each paragraph.

18. Indent the first line of each paragraph.
19. Change all the margins, except the gutter margin, to 20mm.
20. Format the body of the document into two columns, 85mm wide. The document should fit one page.
21. Justify the columns to Full (Justify).
22. Italicize the sentence that begins with: *Alt's your choice how you live your life.*@
23. Italicize and bold the last line of the story.
24. At the end of the second column, leave a blank line and type, ~Author Unknown~ in a different font style, size 8, right justified.
25. Leave a blank line then on the following line type your name. (Same font style and size but centered in the column.)
26. Save, print preview, and print.
27. Submit your document for verification.

Exercise 3

28. Create a one page advertisement to sell a 2000 SUV (Sports Utility Vehicle) from one of the major manufacturers.
29. Save the document as Exercise 4 in your own folder.
30. Change the paper orientation to Landscape.
31. The poster must include the following information bulleted in a text box bordered with a dashed line:
 - \$ \$ 12 500 asking price
 - \$ 150 000 kms
 - \$ 4WD, AC, AM/FM/CD Player, Cruise Control, Power windows and locks, tinted windows, new brakes and tires
 - \$ Excellent condition
 - \$ 555-9084
32. The heading ASUV For Sale@ is to be in Word Art.
33. You must use at least two different fonts, but no more than four.
34. Italicize at least one line of the text.

35. Underline at least one line of the text.
36. Use one clip art image no larger than 50mm.
37. Use one image from the internet. (Note: the images are to make the poster more interesting - they should not be the main focus of the poster.)
38. Add a page border.
39. Spell check and proof read.
40. Print preview, and print.
41. Submit your document for verification.

Exercise 4

42. Go to Sd18 on Nbssfile1 (S), 2640-Leo Hayes High, 2640_Stu, +Shared Data Files, BBT 9.
43. Open the folder Exam Review, then the document *Articles*.
44. Save the document as Exercise 5 in your own folder.
45. Spell check and proof read.
46. Center the heading, **How to be a Weekend Athlete**, and change its font to Comic Sans MS, size 16 and bold.
47. Bold, italicize and change to 14pt. for each of the following headings:
 - \$ A Balanced Diet
 - \$ Going for the Goal
 - \$ Stationary Bikes
 - \$ Upcoming Events
48. Center the heading, **Equipment Update**, and change its font style to Schoolbook, size 16 and bold.
49. In the section, *Going for the Goal*, bullet the three training tips that are listed.
50. Center the paragraph after the bulleted items.
51. Insert two blank lines after the last line of text in the document, then type your name.
52. Save, print preview, and print.
53. Submit your document for verification.